



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## PLANNER III

Job Number: 20001542

Job Code: 80440V151201

Job Group: 8000 - RESEARCH AND ANALYSIS

Job Established: 06/16/1982

Job Revised: 12/01/2015

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as project coordinator and personally performs professional research, analysis and planning work in the development and implementation of comprehensive plans for use at the agency or statewide level; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have three years of experience in planning.

#### **Substitute EDUCATION for EXPERIENCE:**

Graduate work in planning or a related field will substitute for the required experience on a year-for-year basis up to a maximum of two years.

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in research, analysis of data, planning or a related field will substitute for the required college on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Organizes, directs and implements special studies to determine the need for comprehensive planning. Makes recommendations for the coordination of existing and proposed programs on the basis of these special studies. Coordinates work of staff assigned to specific planning projects. Oversees and coordinates individual project development activities and all matters relevant to contract execution. Coordinates and conducts negotiations with companies and local government agencies for the provision of matching funds for specific projects. Conducts project cost review and specification development and prepares project grant applications to appropriate authorities. Compiles data for statistical analysis and evaluation purposes. Compiles socio economic data for use in developing program plans. Consults with local government authorities, volunteer groups and other organizations on community problems affecting planning. Prepares drafts of reports, articles, charts, tables, graphs and other narrative and graphic materials relating to planning. Attends public meetings and conferences related to planning with federal, state or local officials. Explains to interested parties the procedures, requirements, limitations and general data relating to the receipt of federal and state funds for comprehensive planning. Prepares environmental impact assessments including scheduling of field surveys, photographic work, archaeological and historic structures evaluations and final documentations. Maintains operational records and reports. Interprets, applies and enforces departmental rules, regulations and policies.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in the office and in the field. Travel may be required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*